

**State of California  
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

**Department of State Hospitals**

*Box reserved for Personnel Section*

<b>5408 Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> DSH-Metropolitan State Hospitals		
<b>Position No / Agency-Unit-Class-Serial</b> 487-		<b>Unit</b> Grounds Presence		
<b>Class Title</b> Senior Psychiatric Technician – Grounds Presence		<b>Location</b> Wellness Center		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> <b>R18</b>	<b>WORK WEEK GROUP</b> <b>2</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.**

**Under the direction of the Assistant Clinical Administrator, the SPT on the Grounds Presence Team, is supervised by the Nursing Coordinator; the SPT may be delegated supervisory responsibilities including training and evaluation of assigned staff engaged in basic behavioral/nursing care and custody activities. The SPT is responsible over all aspects and duties of the Grounds Presence Team to maintain safety and security of the hospital environment.**

<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>
40 %	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Assign team members to specific job duties and ensures completion of duties.</li> <li>• Ensures that minimum staffing is maintained on the Grounds Presence Team.</li> <li>• Provides comprehensive orientation to newly hired staff and ensures all team members are knowledgeable about their specific job duties and responsibilities.</li> <li>• Provides in-services to team members as needed.</li> <li>• Assists in developing work performance evaluations for team members.</li> <li>• Monitors staffing of team members via ASSIST.</li> <li>• Ensures assignment of team members for escorting patients including video conferencing, medical appointments as needed.</li> </ul>

40 %

- Demonstrates and exercises skills in identification and responding to crisis management of behaviors to protect people and property.
- Facilitates daily morning report meetings with the team to review all patient incidents.
- Ensures that unit/off unit environment is appropriate for patients, visitors and staff, and security measures are maintained.
- Completes required reports timely and in professional manner.
- Utilizes appropriate communication between team members and management.
- Reports to unit staff of any patient behaviors/incidents observed, and completes Incident Reports as per policy and procedure.
- Responds to all emergency alarms in the assigned response area.
- Facilitates Search and Seizure situations; ensures that all GPS team members are trained as Search and Seizure Captains.
- Maintain professionalism with patients, family members, significant others, employees and public agencies.
- Conducts environmental hazard inspections for off unit areas.

#### **MARGINAL FUNCTIONS**

15%

- Identifies training needs and makes recommendations to the Assistant Clinical Administrator or designee.
- Maintains current TSI and CPR certifications and all required trainings.
- Follows all regulations, hospital policies/procedures and keeps staff informed of changes and/or new policies/procedures.
- Knowledgeable of unit and hospital disaster protocols, emergency-care equipment, techniques and procedures.
- Acts as a role model for the team members and other staff.
- Assumes Unit Supervisor duties as necessary.

5 %

All other duties and special projects as assigned consistent with this classification.

## **SUPERVISION RECEIVED**

The SPT on the Grounds Presence Team is directly supervised by the Nursing Coordinator under the direction of the Assistant Clinical Administrator.

## **SUPERVISION EXERCISED**

SPT on the Grounds Presence Team may be delegated supervisory responsibilities of the Grounds Presence Team Members (licensed Psychiatric Technicians).

## **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Security procedures public and property protection policies; effective supervision techniques; fundamentals of nursing care; general behavioral and psychiatric procedures; patient behavior and mental health principles and techniques involved in the care and treatment of patients or groups of mentally disordered patients; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; TSI strategies; management of assaultive behavior strategies; EEO objectives; behavior response interventions; crisis response and management; hospital disaster plan and protocols; and hospital procedures and protocols.

**ABILITY TO:** Supervise the work and development of a group of nursing staff; communicate effectively; learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with treatment teams to provide occupational, recreational, vocational, educational and rehabilitative treatment planning programs for patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

## **REQUIRED COMPETENCIES**

### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. Must be able to actively walk and stand long periods of time as part of the assignments. Must be able to work outdoors in various weather conditions as necessary.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **CPR**

Maintains current certification.

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## **SITE SPECIFIC COMPETENCIES**

- Ability to work with people in a professional manner.
- Operate hand held radios or walkie talkies.
- Demonstrate appropriate communication procedures.
- Possess defensive driving certification, operate golf cart, bicycle.
- Ability to create incident reports in Warmss.

## **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Basic computer skills
- See above Site Specific Competencies

## **LICENSE OR CERTIFICATION –**

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis.

- **Employee in this classification must possess and maintain a valid license to practice as a Psychiatric Technician issued by the California Boards of Vocational Nurse and Psychiatric Technicians.**

## **TRAINING - Training Category = Type II General**

The employee is required to keep current with the completion of all required training.

## **THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and annually.

## **WORKING CONDITIONS**

### **EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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